

Section IV: Training

A. Emphasis on Training. As previously stated, the mission of the Reserve component is in keeping with the Total Force Marine Corps concept: To provide trained and qualified units and individuals to be available for active duty, worldwide, in times of National emergency, and at other times as National Security may require.

Thus the military trains for the war that everyone hopes will never happen. It is also true that training is the key to readiness and ultimately, to victory in combat. Therefore the primary emphasis of the Reserve component is training, so that every Marine will not only be highly skilled, practiced, and knowledgeable as an individual Marine, but also units will be honed and ready to deploy and operate as teams in coordination with other units.

In the SMCR, available training time is considerably more limited than in the Active component. There are many individual requirements on top of unit training, not to mention possible stateside or worldwide deployments and exercises. Demanding training requirements challenge individual Marines, Commanders, and their units. However, accomplishment of these requirements will assure both individual and unit readiness.

B. The Fundamentals. All Marines must have the basic skills and the mental and physical means to carry out their missions. Relevant, recurrent training, with emphasis on the individual Marine, includes the following:

1. **Marine Battle Skills Training (MBST).** MBST focuses on firing individual and crew-served weapons, basic knowledge of field skills, participation in battle drills, and combat-oriented physical conditioning.
2. **Physical Fitness.** Physical fitness requirements for Reserve Marines vary from those of the Active component only by the frequency of testing. Members of the SMCR must satisfactorily pass an annual Physical Fitness Test (PFT). Reservists on Active Duty for more than 30 days take this test with their Active Duty unit. IRR members are not required to complete a PFT. However, all Reserve Marines must comply with the height/weight, body composition, and personal appearance standards established by the Marine Corps. See Appendix K, and MCO 6100.12 for details.

3. **Marksmanship.** SMCR qualification requirements are set forth in MCO 3574.2, Marksmanship Training with Individual Small Arms. Members of the IRR and some IMA members are exempt from marksmanship requirements.
4. **Professional Military Education (PME).** PME requirements include professional reading, completion of appropriate non-resident PME, and attendance at resident PME per MCO P1553.4, Professional Military Education (See Section VII of this guidebook).

C. Training Programs – Types.

1. **Institutional Training.** This is either collective or individual training and education conducted in the formal school environment using Programs of Instruction (POIs). For a list of current Marine Corps courses of instruction, see NAVMC 2771, Marine Corps Schools Catalogs.
2. **Specialized Skill Training.** This provides personnel with skills and knowledge needed to perform in an occupational field (OccFld) and includes:
 - a. **Initial Skill Training (IST).** After recruit or officer acquisition, IST initially qualifies Marines beyond the basic MOS. Initial Skill Training may be used for Prior Service Marines acquiring a different MOS for participation in the Reserve component.
 - b. **Skill Progression Training.** After IST, this training provides a Marine with additional skills and knowledge to perform in the same occupational field at a more skilled level or supervisory position.
3. **Reserve Counterpart Training (RCT).** RCT provides officer and enlisted IRRs opportunities to volunteer annually for assignments to active duty for training. The program is designed to upgrade and maintain MOS and technical skills considered essential for mobilization. RCT is specifically designed for IRR personnel in the grades Private through Gunnery Sergeant, Warrant Officer through Chief Warrant Officer-3 and Second Lieutenant through Major. Reserve Marines who have completed 60 days or more of active duty in the preceding six months are not eligible for RCT. Assignments to RCT will normally be two weeks in duration.

4. **Exercise Participation.** This program provides officers and enlisted members of the IRR/SMCR with opportunities to volunteer annually for assignment to ADSW in conjunction with Fleet Marine Force (FMF) or Joint exercises. Opportunities can be found by visiting the Reserve Duty On Line (RDOL) section on the Marine On Line (MOL) page of the MARFORRES website (www.mfr.usmc.mil), or by contacting your local Reserve Support Unit (RSU).

D. Active Duty Training for Marines.

1. **Eligibility.** SMCR personnel may apply for all Reserve categories of training except RCT. Formal school training must prepare the Marine to fill a specific SMCR billet vacancy, or provide refresher/proficiency training in an occupational field.
2. **Training Status.**
 - a. **Alternate Annual Training (AltAT).** SMCR personnel may attend a two-week formal course of instruction as AltAT. However, requests to substitute such training must be approved at the unit Commander's level.
 - b. **Additional Active Duty Training.** Upon authorization by Commanding Generals, 4th MarDiv, 4th MAW, 4th FSSG, and MCRSC (as appropriate), SMCR/IMA personnel may attend any training, except RCT, as additional ADT.
3. **Application Procedures.**
 - a. **ADT.** ADT is requested using the application format that is annually sent to SMCR Marines, or as directed by COMMARFORRES/CG, MCRSC. Training request forms are available from I&I staffs, RSUs, and MCRSC.
 - b. **Reserve Officer PME.**
 - (1) The Commandant, through HQMC (Reserve Affairs) convenes an annual school selection board to select officers for attendance at Top Level, Full Length, Intermediate Level, and Career Level Professional Military Education (PME). Submission deadlines are established by CMC and listed

within solicitation messages. Officers must submit applications through the appropriate chain of command for endorsement following the instructions in the solicitation message. Reserve officers must have three years service remaining after PME school completion before reaching their mandatory retirement date. Opportunities can be found by visiting the MARFORRES website (www.mfr.usmc.mil), or by contacting your local Reserve Support Unit (RSU).

- (2) Majors are required to complete the appropriate level of PME (Command and Staff or other Service equivalent) either in a resident or nonresident status in order to be considered “fully qualified” for promotion to Lieutenant Colonel. Captains are required to complete Amphibious Warfare School in order to be considered “fully qualified” for promotion to Major.
- (3) MARFORRES solicits annually for Staff Training Courses. These are PME related and are non-board selected. Officers must submit applications through the appropriate chain of command for endorsement following the instructions in the solicitation MARADMIN. The MARFORRES web site provides information and an application (www.mfr.usmc.mil).

4. Application for Formal School Training (SMCR/IRR).

- a. Applicants must meet all published prerequisites for attendance at a particular school, although requests for waiver may be considered.
- b. In general, applications for formal school training must be submitted no later than 60 days prior to the class convening date.

E. Training Non-Prior Service (NPS) Enlisted Personnel.

- 1. **MOS Proficiency.** NPS personnel will have a school seat for MOS proficiency assigned by CMC (RAP).
- 2. **Formal School Training for NPS Enlisted Personnel.** Quotas for entry-level formal schools are distributed to the Recruiting Service to support enlistment requirements. This formal school training is referred to as Initial Active Duty Training (IADT).

3. **NPS Assignment to IST/IADT.** After boot camp, a determination is made regarding the need for Initial Skill Training (IST) for basic MOS qualification. If training is needed, the affected Marine will be issued orders directing compliance with the remainder of IADT.
4. **Financial Hardship.** Every effort will be made to minimize the time between boot camp and IADT to eliminate personal/financial hardship.

F. Categories of Reserve Duty and Training.

1. Inactive Duty.

a. Muster Duty.

b. Funeral Honors Duty.

2. **Annual Training (AT).** AT is a period of ADT used to train SMCR/IMA personnel for the purpose of providing trained units and qualified personnel to fill the needs of the Marine Corps in time of war or national emergency.

- a. **Duration.** SMCR members perform a 15-day period (including travel) of AT during a fiscal year. IMAs will normally perform 13 days of AT, including travel, per fiscal year.

b. Travel to AT.

(1) Units will normally travel under group orders.

(2) Transportation at government expense may be authorized for Marines unable to travel with the unit.

- c. **Billeting, per diem, pay.** Marines on AT will be billeted and subsist on the station to which assigned. Per-diem is not paid when government quarters and messing are available. Pay procedures are governed by applicable Marine Corps Orders. Unit COs/OICs are responsible for proper and timely payment of Marines on AT.

3. Inactive Duty Training (IDT).

- a. **Objectives.** To enhance readiness, increase mobilization potential, develop military skills, and provide training not otherwise available to Marines.
- b. **Associate Duty.** Associate duty is inactive duty performed with an SMCR unit or an IMA Detachment; however, the Marine is not joined as a member of the unit. The intent of associate duty must be to enhance the Marines readiness. Pay and allowances are not authorized for the performance of this duty, but inactive duty reserve retirement points are awarded. Associate duty may be authorized in certain circumstances with Reserve units of other services. The duty is usually performed when the unit performs IDTs. One inactive duty reserve retirement point is credited for each four-hour increment of service; total points credited per day may not exceed two.
- c. **Appropriate Duty.** Appropriate duty is inactive duty performed for a specific purpose at the direction of COMMARFORRES or the CG, Marine Corps Reserve Support Command. The Marine is attached to a unit, but not joined as a member. Appropriate duty is performed without pay, but Marines earn inactive duty reserve retirement points. One inactive duty reserve retirement point is credited to the Marine for each 4-hour increment of service; total points credited per day may not exceed two.
- d. **Mobilization Training Unit (MTU).** These units provide a structure and means of increasing mobilization readiness of IRR members to support and enhance the combat readiness of the Marine Corps. These units meet, confer, and carry out duties and projects for operational sponsors. They conduct a minimum of 40 IDTs per year (unpaid), and members must attend at least 90% of all IDTs.

4. Additional Paid Inactive Duty Training Periods.

- a. **Additional Training Period (ATP).** ATPs are performed by SMCRs to accomplish additional required training as defined by a unit's wartime mission or a member's operational sponsor. An ATP may be performed by commanders, key training, administrative or support officers, and enlisted Marines for preparation of training programs, lesson plans, training aids and

the like. ATPs **cannot** be used for general administrative functions, inspection, AT preparation, or other duties unrelated to training programs. An ATP must last for four hours and no more than two ATPs may be performed in one day. Additionally, no more than 30 ATPs may be performed per FY.

- b. **Readiness Management Period (RMP).** RMPs are performed by SMCRs to support ongoing day-to-day operations of the unit/ops sponsor. RMPs may be used to perform administrative functions, training preparation, support activities, and maintenance functions necessary to maintain a state of readiness. These training periods will only be used where sufficient active duty personnel are not available to accomplish these duties. RMPs must last at least four hours, but only one can be performed in a day, with a maximum of 30 per FY.
- c. **Additional Flight Training Period (AFTP).** AFTPs are authorized for SMCR aircrew members for conducting aircrew training and combat crew qualifications training. AFTPs must be used to attain and maintain aircrew flight proficiency and sustain mobilization readiness. Normally, a maximum of 48 AFTPs annually is authorized for each individual aircrew member; however, depending on the unit's mission requirements, additional AFTPs may be requested by the unit.
- d. In no case shall either ATPs or RMPs, or a combination thereof, exceed a total of 54 in each FY for each Marine. See DoD Instruction 1215.19 for details.

G. Marine Corps Readiness Support Program (RSP). The RSP was established to provide a cohesive and synergistic organizational structure to enhance Total Force Readiness. The program improves public awareness and understanding of the Marine Corps, ensures efficient processing of mobilized Reserves, provides post-mobilization support to families of active and Reserve Marines, and provides support to Reserve sites.

To perform the mission of the RSP, six geographically grouped Reserve Districts comprised of various MARFORRES RTCs were established. The six Reserve Districts are headquartered at Chicopee, MA; Willow Grove, PA; Marietta, GA; Fort Worth, TX; Great Lakes, IL; and San Diego, CA. Peacetime/Wartime Support Teams (PWSTs) are established to perform RSP functions at each RTC. One or more PWSTs are assigned to each RTC and are non-deployable elements.

PWSTs are composed of a mixture of IMA, IRR and Fleet Marine Corps Reserve (FMCR) billets. IMA Marines are the principal means of maintaining continuity at the RTC, should the I-I staff deploy or be reassigned in wartime. As of 1 October 2000, IMA PWST Marines became part of the SMCR and terminated their affiliation with the IMA program. PWST Marines are now assigned to the unit site support staff for administrative and operation control. IRRs and FMCRs are pre-assigned to PWST billets and are intended to provide critical personnel augmentation after Mobilization Day (M-Day). IRR and FMCR members of PWSTs have no obligation to drill but may do so.

H. Reserve Special Staff Officer (RSSO) Program. The RSSO program was established to integrate Marines into the enlisted recruitment and officer procurement systems as special staff officers at HQMC, Marine Corps Districts, and recruiting stations. RSSO personnel have expertise in selected fields such as education and also have established long-standing relationships in their civilian and professional communities, which serve to promote recruiting objectives.

RSSOs may be members of the SMCR, ASL or IRR. They may not be members of the ISL or be retired Marines. Reserve retirement points are awarded to RSSOs on the basis of work performed. RSSOs are issued appropriate duty orders and receive retirement points and may or may not be authorized to receive pay and allowances.

Reference Table for Inactive/Active Duty Points					
Type Duty	Minimum Time Required	Authority Required	Inactive Duty Points	Active Duty Points	Maximum #PTS
TEMPACDU, EAD, or ADT	1 day	Orders		1	365/366 per year
Associate	4 hours	Orders	1		2/day
Appropriate	4 hours	Orders	1		2/day
Seminars and Conferences	2 hours	Orders	1		1/day
Acquire one Enl/ Reenl, or Ext Enl in USMC/USMCR acceptable to HQMC	8 hours equivalent	COMMARFORRES/ CG MCRSC Certified	4		4
JROTC Unit Assistance	4 hours	COMMARFORRES/ CG MCRSC Certified	1		2/day
Acquire one PS IRR who joins SMCR	6 hours	COMMARFORRES/ CG MCRSC Certified	3		3
Acquire one referral who enlists in USMC/USMCR	8 hours equivalent	COMMARFORRES/ CG MCRSC Certified	4		4
Correspondence Studies	3 hours	Certified by Competent Authority	1		N/A
Membership	1 year	SMCR Membership	15		15/ann year
IDT Periods	4 hours	SMCR Membership	1		2/day
AFTP/ATP/RMP	4 hours	SMCR Membership	1		48/30/30 per yr*
EDP	4 hours	SMCR Membership	1		2/day
MTU meeting	4 hours	MTU Membership	1		2/day
MTU command duty	4 hours	CO, MTU	1		2/day
MTU Instruction Preparation	4 hours	CO, MTU	1		2/day
Funeral Honors Duty	2 hours	As Directed	1		1/day**

* In no case shall either ATPs or RMPs, or a combination there of, exceed 54 per FY per Marine.

** FHD not limited by existing FY Inactive Duty point caps.